

Kronos Timekeeping System

Legacy Essilor Employees Frequently Asked Questions

General

Why is the Kronos platform changing?

EssilorLuxottica is harmonizing the Kronos platforms for all employees into a single interface for time entry.

When are the changes effective?

These changes will take effect in the system as of Dec 25, 2022.

What browser works best for Kronos?

The new Kronos instance works best with Firefox and Chrome and can be accessed at <https://luxottica.kronos.net/wfc/logon>.

Timecard

Is there a difference in the payroll cutoff between “old” and “new” Kronos?

In the “new” Kronos, managers must approve timesheets reviews prior to 9PM CST on Sunday.

What if my manager does not approve timesheets?

Managers should approve timesheets, however, timecards will automatically be signed off, even if not already approved by the manager.

Will Supervisors have the ability to review and edit timecards?

Supervisors with direct reports have the ability to edit their employees' timecards.

What if the manager/supervisor changes?

If HR master data changes (name, supervisor, dept.) those changes need to be made in the SAP HCM that feeds into Kronos twice per day. The HR data is sent over each night from SAP HCM and will process overnight on the person import interface.

Can I approve a group of timecards at one time or do I have to do it by person?

You can approve the entire group by using the "Approval Summary" Genie. We

Will timecards be auto approved if there are exceptions such as missing punches?

Yes, the timecard will be approved and the employee will not get paid for the day. Search via a genie or the exceptions notification at the top of the screen for missing punches.

If an employee is not using any type of time off, does a supervisor have to use “unpaid” or can it be left blank?

If an employee failed to show up for a scheduled shift, there are pay codes and comments to use for tracking. If the business wants more data in the future to assess absences, it's recommended that they track all of those hours.

Timeclock

Will there be a change to Timeclocks?

Timeclocks will be switched on December 25, 2022 between 12:01AM - 6:00AM and employees should not use the clock during this period. Saturday, December 24th is the last day of the last pay period in “old” Kronos. Sunday, December 25th will be the start of the new pay period in the “new” Kronos.

Are employees able to transfer departments on timeclocks if needed?

Yes, the current setup for employees will stay in place for transferring departments.

Do shift differentials need to be added in the timecard?

The differential is based on the shift code and will be calculated by the pay rules.

What if the shift differential code is incorrect?

Please email HROperationsCenter@EssilorUSA.com with the following:

- i. Employee Name (First & Last)
- ii. EL ID
- iii. Shift Code
- iv. Effective date for shift change

Will we be reinstating the fingerprint scan when we move to the new Kronos?

We will review re-enabling biometrics post go-live.

Pay Codes

Where are the pay codes listed?

Pay codes are listed in the dropdown. HRBPs will have visibility to more pay codes than managers. Please check all pay codes and reporting as not all of the Essilor pay codes were migrated over. Some reports may not exist in the new Kronos system or may be named differently.

Employee Approvals and Access

On the screen there is a cell for Manager Approval and Employee Approval – why are both listed?

The system supports that the employee can attest their time. They can also reject with a reason or notify the supervisor of a missing punch. This is available to all business units, not all units use this, nor is it required. Go to My Information and the Time Review widget. (PLEASE NOTE: Attestation pay code does not pay, it's for tracking only).

Will employees be able to see their own data and how will they know how to access?

Every employee will have access to the calendar to review their schedule and view their timecard.

Reporting for Operations:

What reporting can be used for unexcused absences?

Use the Exception Report and select the types of exceptions to report on. Supervisors will also receive Alerts for some exceptions. The Hours By Labor Account is also a good report to use.

Holidays

When can Holidays be used?

Holidays are preloaded on the day of the holiday based on the holiday schedule. Associates will have up to 60 days to use the holiday after the date.

Schedule

Are schedules needed for Alerts to work?

For late, left early, and similar errors, a schedule needs to exist for alerts to compare to.

Can I build my own schedule?

Yes, Schedules are displayed in the Schedule tab but not the Timecard tab. The manager or supervisor can enter a schedule. You will also be able to add notes in the comments.

Will the schedules for each employee preload or will it have to be reloaded? Schedules will not be preloaded. Future schedules will need to be re-entered on 12/25.

Where should employees view their accrual balances?

In the Tab “My Information” there is a tab below that says “Accrual Widget”. Balances can also be viewed on the ADP pay slip, but balances will be current as of the last payroll.

Hours

Can a manager see total hours?

Yes, total hours are in each timecard in the “Totals” tab (see lower portion of timecard). HRBP’s have access to all employees so they will need to use a hyperfind to filter the employee list.

Are Vacation and Sick being combined?

Yes, Vacation and Sick are being combined into PTO and Company carryover is 40 hours. There are some states that have higher limits and some states with unlimited. Please refer to the Company Policy for more details.

Badges

Will the badge number be moved to new Kronos?

Yes, all badge numbers will be migrated from “old” Kronos to “new” Kronos. No need for managers to re-enter badge numbers into “new” Kronos.

How will new employees get badge numbers?

The HR Operations team will process and provide badges during onboarding.

Shift Templates

Will there be shift templates available like in the “old” Kronos?

If you would like to have a shorter list of shift templates available, please email the Kronos team with the shifts that are needed.

How will the shift process be generated?

The process will be handed by HR Operations and NACC (North America Call Center).

Employee Self-Serve

How do hourly employees submit a time off request?

Hourly employees should submit their request for time off by submitting the PTO Request Form or sending an email to their supervisor according to local business unit process.

How do salary employees submit a time off request?

Salary employees should submit their time off request by logging into Kronos and submitting the request for time-off in the system; please refer to job aids for reference. If Managers don’t approve the time off request, it will automatically approved after 7 days.

Talent Acquisition

Is the new hire process changing for managers? Currently HR Operations handles the loading of data, will that remain the same?

New employees are hired into My Personal Desk (aka SAP HCM). The Employee data is sent via an interface from My Personal Desk to Kronos. Managers will not enter employee data into Kronos directly and any updates to employee data must be entered into My Personal Desk.

If a manager makes a change for Kronos how soon will it be updated?

Kronos receives an interface from My Personal Desk twice per day. Managers will need to update data in My Personal Desk and/or work with the appropriate resource (ex. HRBP) where necessary.